

CITY OF TUCSON SMALL BUSINESS COMMISSION (SBC)  
MINUTES OF THURSDAY, MARCH 27, 2008

Mayor and Council Chambers  
255 West Alameda, 1<sup>st</sup> Floor  
Tucson, Arizona 85701

1. Call to Order and Introductions

The meeting was called to order at 3:07 pm.

Members Present

Jeff Bales	Joe Higgins	Katharine Kent, P.E., CEM
Diane Castro	Marion Hook	Deb Turner
Greg Durnan	Lola Kakes	Rebecca Wyant

Members Absent/Excused

Jan Gordley	Thomas Tronsdal
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Others Present

John Brown, Tucson Metropolitan Chamber of Commerce  
Bob Schlanger, JTED  
Jessie Sanders, City of Tucson Development Service Department  
Teresa Williams, City of Tucson, Department of Neighborhood Services  
Miguel Ortega, Ward 3  
Andy Quigley, Environmental Services Director  
Ellen Hitchings, City of Tucson Finance Department  
Kathy Maish, City of Tucson Finance Department

2. Call to Audience

No response

3. Approval of Minutes October 25, 2007 and January 24, 2008

Unanimously approved and accepted. Motion by Lola Kakes, 2<sup>nd</sup> by Jeff Bales

4. Chairperson Report on Current Events

- Joe Higgins has met with Lisa Lovallo, chairperson of the Pima County Small Business Commission to discuss their goals for the upcoming year. Pima County has come up with 4 major issues: Training and Education; water and growth; representation of small businesses; government and taxation.
- Mr. Higgins and Ms. Lovallo met with TREO to discuss creating a regional approach to business assistance and to have a greater business voice. Many community groups are excited. Now we must bring it all together. Ms. Lovallo and Mr. Higgins will be meeting with the TREO board to explain the importance of both the Pima County Small Business Commission and the City of Tucson Small Business Commissions.
- The Newsletter database is being collected by Constant Contact
- Baseball – Spring Training

5. Certificate of Occupancy Stakeholders Meetings

Jessie Sanders from Development Services discussed the ordinance that will go before Mayor and Council for the disclosure policy regarding suitability of rentals.

6. Joint Technological Education District Update

Bob Schlanger discussed the JTED program. The JTED board is looking for members to serve on the board. They are asking to have a member of the Small Business Commission serve on the board.

8. City of Tucson Commercial Refuse Rates  
Andy Quigley, Director of Environmental Services, gave an update on the Commercial Refuse rates and discussed the current and proposed rates. The City of Tucson's rates have not increased over the last 4 years, and even with a small rate increase they are much less than the competition. Recycling rates are not changing because they are encouraging recycling.
9. Local First Arizona – Presentation by Kimber Lanning  
Kimber Lanning from Local Arizona First gave a presentation on what her company does to attempt to revitalize downtown areas. She has been very successful in the Phoenix area. A motion was made by Katherine Kent, and 2<sup>nd</sup> by Marion Hook to present an opinion letter to Mayor and Council with some of the discussion points from Ms. Lanning's presentation.
7. Town Hall for Small Business – Sign Code, Lessons Learned, and Next Steps  
Update from Joe Higgins regarding the last town hall. The main topic was the Sign Code and how it affects construction signage. A possible Memorandum of Understanding will be created to give special dispensation for businesses and their signs during any construction.  
  
The town hall went very well for their first attempt and they received very good feedback from those that attended. The challenge for the next town hall will be to select topics that will bring people out and that are hot and topical for the small business community.
10. Subcommittee reports and solicitation for new board members to join Communication – Ombudsman – Development Services Taskforce  
No meetings held.
11. Update on New Business License Policy and New System  
Update was given by Ellen Hitchings. The System will be going live on March 31, 2008. The E-Tax and internet part of the system for businesses will be available on April 7, 2008. Tax Returns for reporting March income were printed from the old system. Forms for reporting April income will be printed from the new system. The License Certificates for 2008 should be mailed out around April 11, 12, 13, 2008.
12. Future Agenda Items
  - Reports from subcommittees
  - JTED – time commitment for prospective board members and what is their budget.
13. Call to the Audience  
No response
14. Adjournment  
Meeting was adjourned at 4:56 pm. Motion by Katharine Kent, 2<sup>nd</sup> by Lola Kakes

**NOTE:** It is the intent of these meeting minutes to get the general meaning of the discussion, summarize what happened, and record official actions. The minutes are not intended to be a verbatim transcription of all that was said. Audiotapes of the meeting are available for review at City Hall, Finance Department/Treasury Division, 255 West Alameda, 1st Floor West.